Get Connected

A Technology Reference Guide for Students

Pine Technical &
Community College

Table of Contents

Pine Technical &
Community College

How do I connect to the Guest Wifi?

- Depending on your device, the process might be slightly different.

- To access our public network, select "ptcc guest"

- After selecting "Join", you will see a screen similar to photo 1
    1. Enter Guestuser for username
    2. See Library attendant for password
    3. Join
    4. At the Certificate screen, click on Accept. It should be pineise01.pine.edu
    5. You should then be connected to PTCC's guest WiFi

Pine Technical &
Community College

Connecting to Guest WiFi

- These are the choices you'll see on your device.

Pine Technical &
Community College
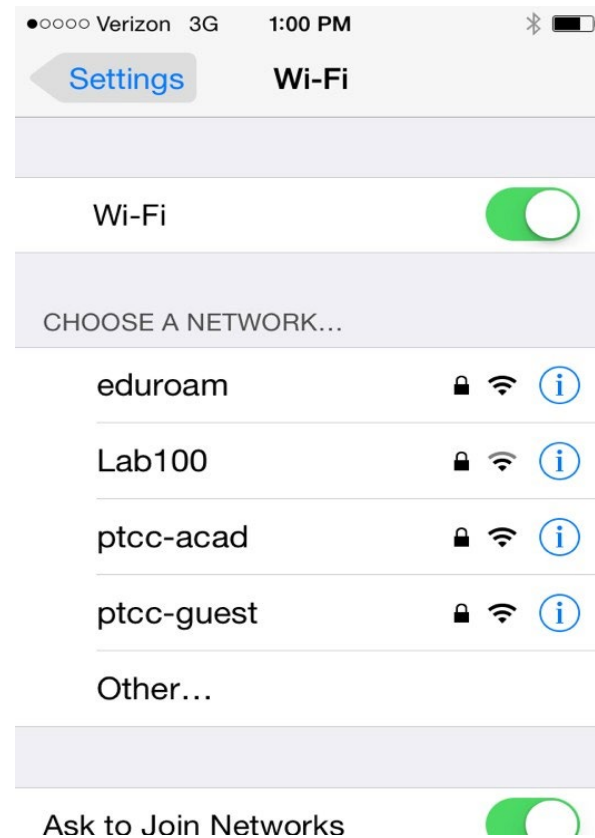
Connecting to eduroam

- With **eduroam**, Minnesota State students and employees can use their StarID credentials to access Wi-Fi when visiting participating institutions. Visitors from other **eduroam-participating colleges and universities** can access Wi-Fi at participating Minnesota State colleges and universities using the usernames and passwords from their home institutions.

- Before traveling to another eduroam-participating institution, we recommend signing onto eduroam at your home campus with each device you will be using, to be sure everything works. Connecting involves installing a security certificate.
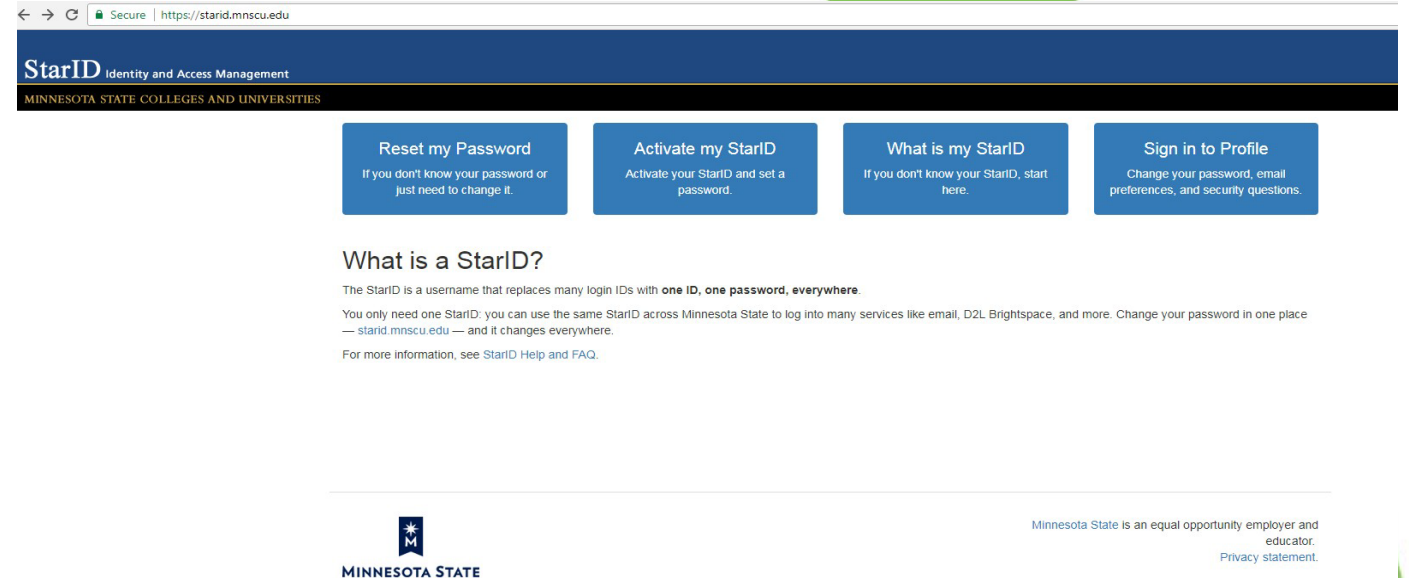
Pine Technical & Community College

Eduroam Settings:

- On your device, select the **eduroam** from the list of available Wi-Fi networks.
- You will be prompted to sign onto the network. Enter the following for credentials:
- Username: **StarID@minnstate.edu** (staff, faculty) or **StarID@go.minnstate.edu** **(students)** (for example, ab1234cd@minnstate.edu)
- Password: your StarID password.
- You may be prompted to accept a security certificate. If this happens, verify that the certificate is from radius.mnstate.us. If so, click OK to accept.
- Note: Linux devices may not prompt for credentials when you first join eduroam. If that's the case, set up a "hidden" network with the settings below.
- If your device asks for more information, use the following settings:
- Security: 802.1x EAP / WPA2 Enterprise
- EAP Method: TTLS (Tunneled TLS)
- Phase-2 (Inner) Authentication: PAP or GTC
- Proxy Settings: none
- IP Settings: DHCP
- CA Certificate: Use system certificates (no CA certificate is required)
- Domain: minnstate.edu
- Anonymous Identity: anonymous@minnstate.edu
- Sometimes a device may prompt for authentication several times, even though the password is correct. If this happens, keep trying. Once the device has connected, it usually connects automatically from then on. If the device tells you that the password is invalid, though, it probably is. Re-enter and try again.

Pine Technical &
Community College

StarID Information: One StarID for all campuses

- Browse to [StarID at Minnstate](#) for all StarID information

How do I access my e-mail/D2L/eServices?

- To access your e-mail, D2L, eServices, or Infobase Learning Cloud: you must first go to the college's site pine.edu.

- From the school's front page, click on "Current Students" at the top-middle of your screen.

- After clicking "Current Students" scroll halfway down to see Current Students Recources

- Now you can select the system you need to access, but remember you have to log in before continuing to your personal content. For Office 365 and email (Outlook) your username is StarID@go.minnstate.edu

    - (See next page for visual representation)

Pine Technical & Community College

Accessing D2L, Student E-mail, eServices, and Infobase Learning Cloud

COVID-19   **Current Students**   Future Students   Staff & Faculty   Human Resources   Technology Services   Search

Pine Technical & Community College

Explore Programs   Visit Campus   Request Information   Apply   Ask Here

Current Students Resources

REGISTER NOW!

- D2L Brightspace
- Student Email login
- E-Services login
- College Library
- Technology Helpdesk
- Connect to Zoom
- Print from your laptop

- Infobase
- GPS Lifeplan
- Student Portal
- Financial Aid Estimator
- Sexual Violence
- Online Suggestion Box

Pine Technical & Community College

Using Office 365

- After logging on to your student e-mail, you will be directed to the Microsoft Office Home page.

- There are two ways you can use Office 365. You can either choose the program you need by clicking on the tile with that title, or you can install it to your device.

- If you wish to install it, select "Install Office 365" found on the top right on the web page.

- You can install Office 365 on up to 5 different PC's or devices, for as long as you are a current student.

Pine Technical &
Community College

How do I get e-mails sent to my phone?

- Download the "Microsoft Outlook" app from your phone's app store and login like you would on a desktop or computer.

- OR

- Add your e-mail to an already existing app (like Gmail) by going to settings and selecting "Add account" and then "Exchange and Office 365". Next you enter your e-mail (StarID@go.minnstate.edu) and your password for your StarID

Pine Technical &
Community College

Phone e-mail continued…

- After clicking the next button, you may need to enter your e-mail and password once more.

- Under "Server" type: Outlook.office365.com

- Under "username" type: YourStarID@go.minnstate.edu   Don't forget to replace YourStarID with your actual StarID.

- On Android phones, tap "OK" on the activation page. Tap "OK" on the remote security page. Choose your account options as you prefer.

- On iOS phones, choose features you want to enable (Mail, contacts, calendars). Select mail days to sync (default is 1 week).

- Note: Longer time periods for mail sync will take longer to load and will use more phone space.

Pine Technical & Community College

What is OneDrive?

- Microsoft's OneDrive is a secure place to store your files online. Your files can then be accessed on any device through OneDrive.

- You can save photos, documents, and links.

- You can choose to share your document with others or choose to be the only one with access to it.

Pine Technical & Community College

How to find OneDrive

- You can access your OneDrive by logging into your student e-mail.

- After logging in you will see the list of apps on the left side, and OneDrive will be the blue clouds icon.

Office 365

Pine Technical & Community College
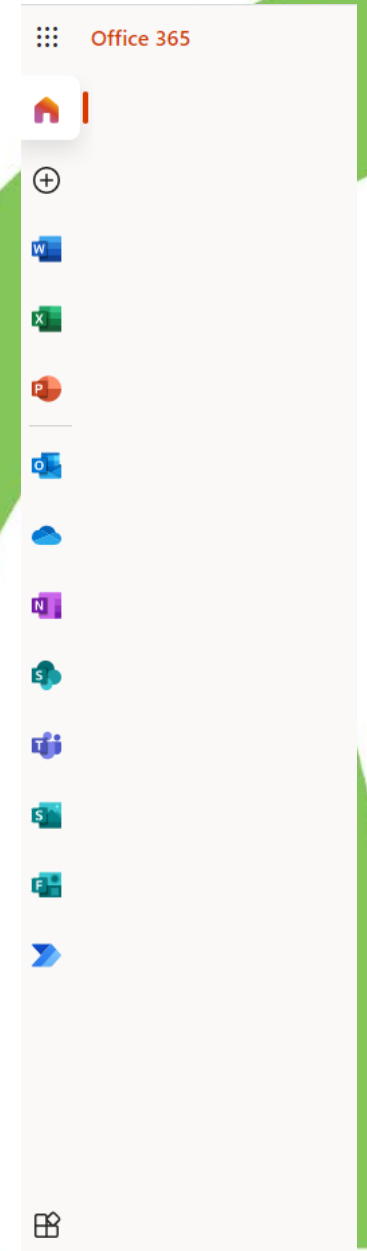
Saving on OneDrive

Once in OneDrive, you can click on Upload to save files here.

Pine Technical & Community College
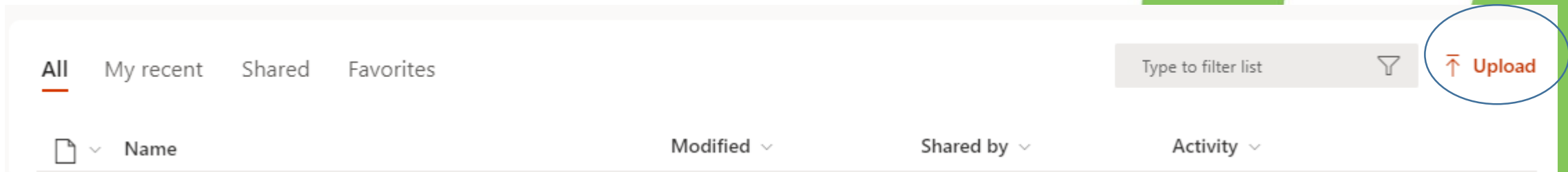
Sharing on OneDrive

- To share your document with someone, right click your saved file and click "Share". Alternatively you can click on the ellipsis for more options. Another way is to select the file and click "Share" near the top of your screen.

- Then, choose from these options.
  - "Anyone with the link can view and edit." If you choose this, there's a copy link button. You can then paste the link somewhere, such as an e-mail.
  - If you click "Anyone with the link can view and edit" it gives more options.
  - All of the following choices have the option to check or uncheck a box to allow others the ability to edit your document. This would be good for group work.
  - If you choose "Anyone" you can set an expiration date for their access to your document.
  - You can choose to share only with "People in MinnState"
  - Last, you can share with specific people by entering a name or e-mail address.
  - Be cautious when sharing documents with private or confidential data. Once shared the document cannot be fully retrieved.

Pine Technical & Community College

Printing

- The printer is located in the Library. Be sure you are sending jobs to StudentCopierqueue On lbzzpw…
  - At the printer, log in with your StarID and password to access stored jobs.
  - Black and white printing is included in your technology fee. Color pages are 10¢ per page.
  - Color printing and copying credits can be purchased in the Campus Store.
  - Printing from laptops requires a download from this site: http://172.17.22.146:9163/setup. Click run and allow to save to your device. When prompted at the Mobility_Follow_Me printer, type in yourStarID@go.minnstate.edu and your StarID password. When in your desired document, print to Mobility_Follow_Me printer. Log in at the copier and your jobs will be in the queue.

Pine Technical & Community College

Stay Connected!

- Opt-In to receive text messages.
- Log in to eServices using your Star ID and password.
- Select "Account Management" from left hand menu options.
- Select "Turn Text Messaging On or Off."
- Follow the on-screen instructions to complete the remaining steps.
- You will receive a text containing a PIN number. You will need the PIN number to activate your account.
- Log out of eServices. You're all set to receive text messages from PTCC, to stay informed.

Pine Technical &
Community College

Star Alert

- You already receive emergency messages through your student e-mail. You can also sign up to Star Alert to receive emergency text messages to your phone.

- Star Alert Webpage: www.pine.edu/StarAlert

Pine Technical & Community College

Accessing Read & Write software

- Read & Write:
  - Allows you to hear emails or documents read out loud to you.
  - Has text prediction, picture dictionaries and summary highlighters.

Pine Technical & Community College
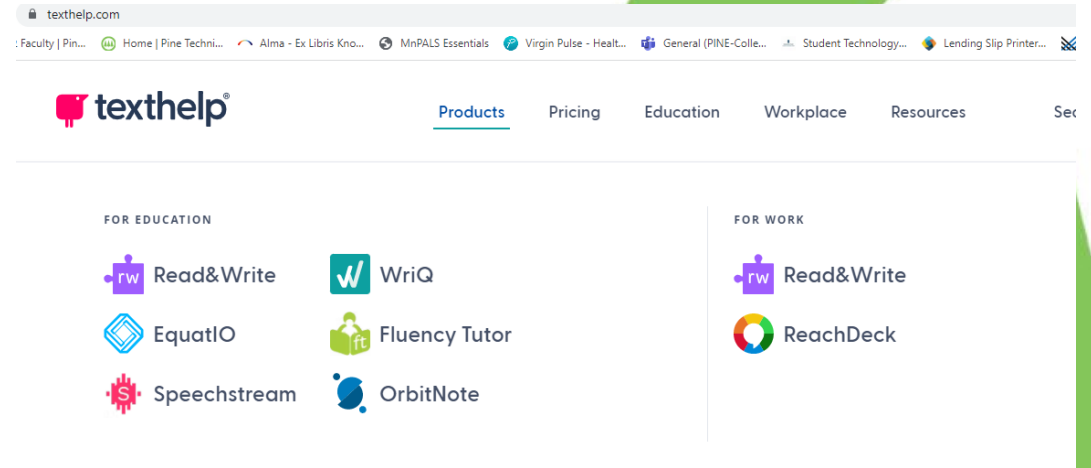
How to hear documents read aloud

- Go to texthelp.com, click on Products, then Read & Write, click on Try Read & Write, and from the dropdown choose your desired version. A .exe file will download, and you can then install it to your computer or device. When you create your account, it will associate your email address with our subscription. If you have any questions, see Robin Johnson, room 125 in the Library or email Robin.Johnson@pine.edu

- Open the e-mail, website, or pdf file that you want read to you.

Pine Technical & Community College

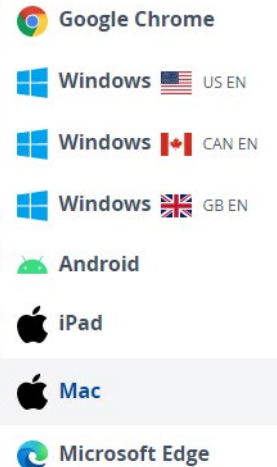# Using Read & Write 11 dictionaries

- Open the e-mail, website, or pdf file you want read.

- With Read & Write 11 open, to see the definition of a word, highlight the word and then choose the dictionary button on the Read & Write toolbar.

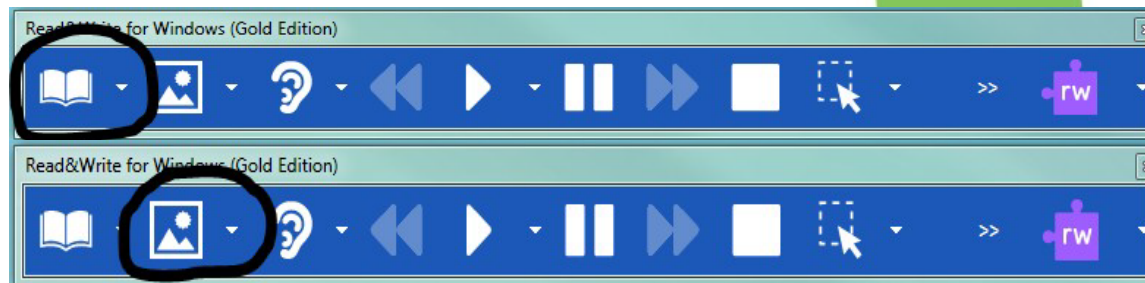- To see an image of a word, highlight the word and then choose the photo dictionary button on the toolbar.

Connect to Zoom

- Open the link found in the Current Students Resources under current students on our webpage or go to minnstate.zoom.us

- Log in with your StarID and password

- Click on the Getting Started link on the home page for more information.

Pine Technical & Community College
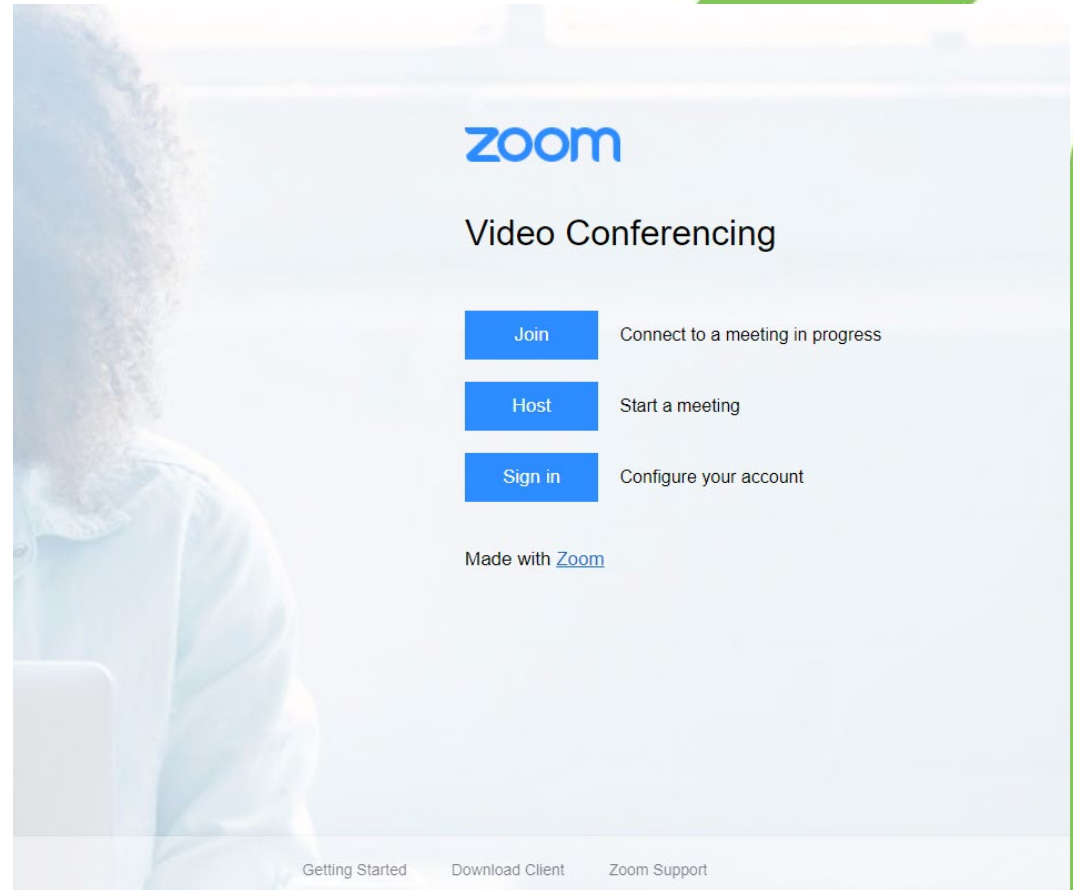
Have questions?

- Browse to this search bar to search through frequently asked questions: [Pine Tech Customer Help](pinetech.custhelp.com) or pinetech.custhelp.com

- Or click on "Ask Here" located near the top of the webpage, or type in a keyword in the search box above it.

- Email the helpdesk@pine.edu or call 320-629-5113

900 Fourth Street SE | Pine City, MN 55063 | 320.629.5100 / MN Relay 711 | www.pine.edu | A MEMBER OF MINNESOTA STATE

Pine Technical & Community College is an affirmative action, equal opportunity employer and educator.

24